



PUBLIC WORKS – ENGINEERING DIVISION

LOT LINE ADJUSTMENT SUBMITTAL

In order to process lot line adjustment with maximum efficiency, the following items will be submitted in the entirety for the initial over-the-counter turn-in to start processing.

A. Parcel Map – Lot Line Adjustment

- ☐ 1. Four (4) prints of Parcel Map/Lot Line Adjustment, signed and sealed by the engineer/surveyor.
DO NOT SUBMIT ORIGINALS UNTIL ASKED FOR.
- ☐ 2. Complete electronic calculations for lot closures. Signed and sealed by the engineer/surveyor.
- ☐ 3. Topography of site showing all existing structures located relative to proposed lot line. (On separate sheet from parcel map)
- ☐ 4. Preliminary title report, not more than 3 months old.
- ☐ 5. Copies of recorded deeds and maps used as references.
- ☐ 6. **\$2,184 Fee*** Check made payable to City of Morgan Hill.

B. Certificate of Compliance – Lot Line Adjustment

- ☐ 1. Four copies of drawing signed by the engineer/surveyor, showing existing (dashed) and proposed (solid) property lines, Dimensions (bearing and distance), location and width of existing easements, topography of site showing all existing structures located relative to proposed lot lines, and references to recorded deeds and maps.
- ☐ 2. Complete electronic calculations for lot closures. Signed and sealed by the engineer/surveyor.
- ☐ 3. Copies of recorded deeds and maps used as references.
- ☐ 4. Preliminary title report, not more than 3 months old.
- ☐ 5. Certificate of Compliance, front page signed by owners. (Form is available at Public Works)
- ☐ 6. Legal description of proposed lot(s). (Exhibit “A”) on format for recording.
- ☐ 7. Plat of proposed lots (Exhibit “B”) on format for recording (8½ X 11”).
- ☐ 8. **\$3,777 Fee*** Check made payable to City of Morgan Hill.

****(per Resolution #5902, adopted 05/04/05, effective 07/01/15)***